BLOCKING SYSTEM TO BE USED ON PERSONNEL DOCUMENTS FOR CERTAIN CLFRICAL POSITIONS AT GRADES BELOW T/O AUTH.

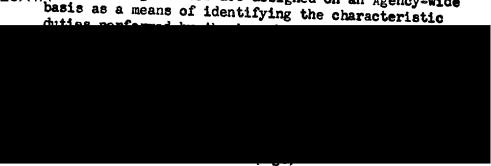
(125)C1Ark (Stenography) positions of grade GS-5 and above blocked at grades lower than GS-5 by Clerk Stenographer positions.



The Clerk Typist series, GS-322, runs from GS-1 to GS-3 inclusive; the Clerk (Typing) series, GS-301, begins at GS-4.

(3) The Blocking of Clerk (Stenography) or Secretary (Steno) positions with Clerk (Typing), Clerk, or Clerk Typist positions of equivalent or lower grade levels will be authorized on a temporary basis when unusual conditions warrent this action, such as: (1) During adjustment periods immediately following reorganization of an Office; (2) when shortages of stenographic personnel make it necessary to utilize typists and clerks as temporary substitutes. (As a general rules, Operating Offices will request T/O change to accommodate reassignment of clerical positions and personnel.) The mechanics of this system of temporary blocking are as follows:

> 25X1 The following numbers are assigned on an Agency-wide basis as a means of identifying the characteristic



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